

The Turkish-British Chamber of Commerce & Industry Health and Safety

SMART Training Guide

SMART System for **M**anagement, **A**dministration and **R**eporting of **T**raining



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SMART Training Guide

Getting Started

Log in to the Basic Health & Safety Introduction course and it's SMART management system from your internet browser using:

<http://www.tbccihealthandsafety.com>



The screenshot shows the login page for the Turkish-British Chamber of Commerce and Industry (TBCCI) Online Health & Safety Training. The page features a blue header with the TBCCI logo on the left and the text "Online Health & Safety Training from the Turkish-British Chamber of Commerce and Industry" in the center. A language dropdown menu is set to "English". Below the header, there is contact information for the TBCCI, including a phone number (020 7321 0999) and an email address (health@safety@tbcci.org). A prompt asks users to enter their User ID, Password, and Account ID in the provided boxes. The login form includes three input fields and a "Login" button. A large, stylized TBCCI logo is visible in the background on the right side of the page.

Enter your User ID, Password and Account ID, example as follows:

User code: HSA01

Password: SMITH

Account ID: HSA

Click the 'Login' button to access the screen below :

The entry screen has two main areas:

Course Status SMART

Online Health & Safety Training from
the Turkish-British Chamber of Commerce
and Industry

X Logout

Course status

Basic Health & Safety Introduction
Course progress:

Continue course Restart module Restart course

SMART

Manage users Manage accounts
User summary Course status summary
Account summary User summary (by surname)

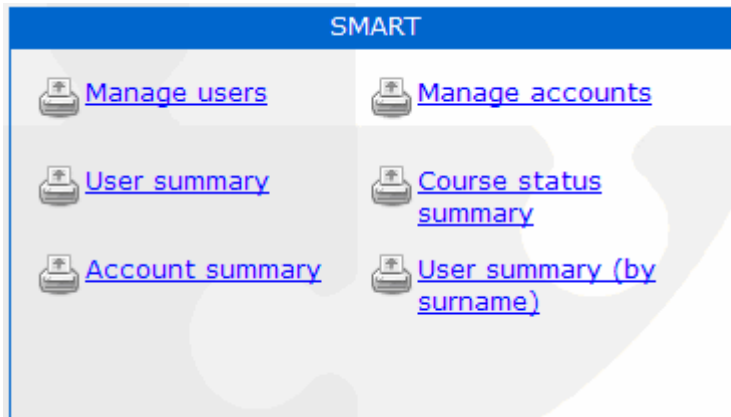
Welcome Karen Hoskins

You may be able to see one or both of these options dependent of the level of access you have been given.

If you have any queries regarding log-in please contact Technical Support on e-mail HealthandSafety@tbcci.org

This SMART management system guide provides instruction for the **administration of the SMART management system.**

Within the SMART administration system there are 6 modules as displayed in the options below:



- Manage users
- Manage accounts
- User summary
- Course status summary
- Account summary
- User summary (by surname)

You may be able to see one or more of these options dependent of the level of access you have been given.

Manage Users

To create a new User the following information is required:

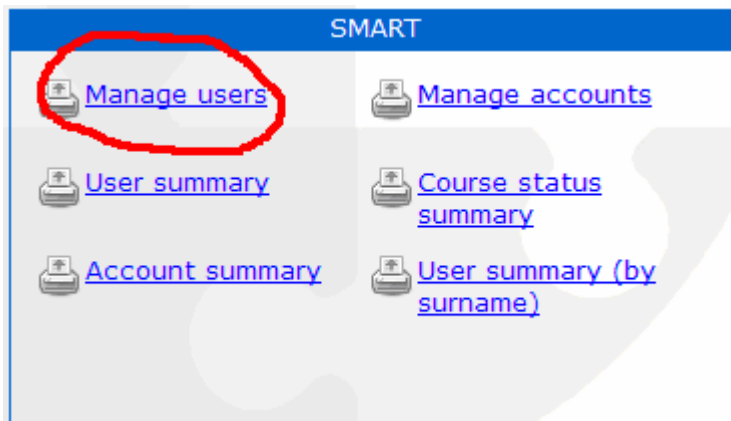
The name of the person

A password for the person


A 'user ID' which will enable the person to log in


Specify their level of access

To set up the details of the new user click on the module *'Manage users'* to the left hand side of the screen. This will display a list of users, currently set up.



To add to this list, click on the 'New' button at the top left hand corner of the screen.

A screenshot of the 'Online Health & Safety Training' interface. The title bar at the top says 'Online Health & Safety Training' and 'Module: SMART'. Below the title bar, there is a 'Menu' button and a 'Logout' button. A table with 8 columns is displayed. The first column has a 'New' button circled in red. The table contains three rows of user data. At the bottom of the screen, there is a 'Welcome Ben Hoskins' message.

	Code	Title	First name	Surname	Status	Progress	Account
	ADMIN			ADMIN	Active	Not Started	Health & Safety
	HSAADMIN		Layla	Derraz	Active	Not Started	Health & Safety
	HSAADMIN		Bob	Smith	Active	Not Started	Health & Safety

You will be presented with a new blank 'User' screen, complete this with the user's details as follows : *see below*

Online Health & Safety Training

Module: SMART

Menu Logout

User details

Code:

Status: Active Inactive

Title:

Firstname:

Surname:

Phone:

Fax:

Email:

Manager Email:

Account:

Password

New Password:

Confirm Password:

Access rights

Administration level

System Partner Account None

Training level

Trainee None

Save Cancel

Welcome Ben Hoskins

We suggest using a unique variation of the Account ID Code such as:

- HSA01
- HSA02
- HSA03
- HSA04

And enter the First Name and Surname to reflect the person to be given access.

Remember to select 'Account' as your Company Name (ie John Smith Ltd)

To create a password for this person, enter the password to be issued in the 'New Password' box, then enter it again (for verification) into the 'Confirm Password' box. (In this example we have used the persons' surname: SMITH).

Access rights

It is important to specify the level of access the user will be permitted. A breakdown of the options for Access Rights follows:

Access rights give the user access to specific areas of the system, which can be separated into **Training** and SMART **Administration** access.

Online Health & Safety Training

Module: SMART

Menu Logout

User details

Code: HSA01

Status: Active Inactive

Title: Mr

Firstname: John

Surname: Smith

Phone:

Fax:

Email:

Manager Email:

Save Cancel

Password

New Password:

Confirm Password:

Access rights

Administration level

System Partner Account None

Training level

Trainee None

Welcome Ben Hoskins

Administration level access

Provides the user with access to important information within the SMART system (including training progress reports and user contact information). Access can be:

Restricted by selecting none

Allowed within that one Account by selecting Account
System and Partner is for **technical support purposes**

Access rights

Administration level

System Partner Account None

A user requiring access to training only would be set up as above (admin = **None**).

Training level access

Can be either:

Restricted by selecting none (where only SMART Admin access is required)

Allowed within that one Account by selecting Trainee



The screenshot shows a form titled 'Access rights' with two sections. The first section, 'Administration level', has four radio button options: 'System', 'Partner', 'Account', and 'None'. The second section, 'Training level', has two radio button options: 'Trainee' and 'None'. The 'Training level' section is circled in red.

Click on the 'Save' button and your new user access is complete.

Access to the on-line health and safety training is now available for your new user. Provide them with the following information:

Go to: <http://www.tbccihealthandsafety.com>

Enter the following details :

User code: HSA01 (or other similar code you have used)

Password: SMITH (example password)

Account ID: HAS (example Account ID)

Training Reports

Course status summary

The **Course status** summary section will display a report separating 3 sections. It displays a list of users in categories of their progress as follows:

Users who have not yet started the course

Users who are in part progress of completing the course

Users who have completed the course

It's a simple tool to view at a glance which of your users / employees have worked through some or all of the training.

Users who have not yet started the course:

Course status summary report	
Basic Health & Safety Introduction	
Status: Not Started	
Code	Name
ADMIN	ADMIN

Users who are in part progress of completing the course

Basic Health & Safety Introduction		Status: In progress
Code	Name	Progress
HSA01	Smith, John	47%

Summary reports

Additional training reports are available:

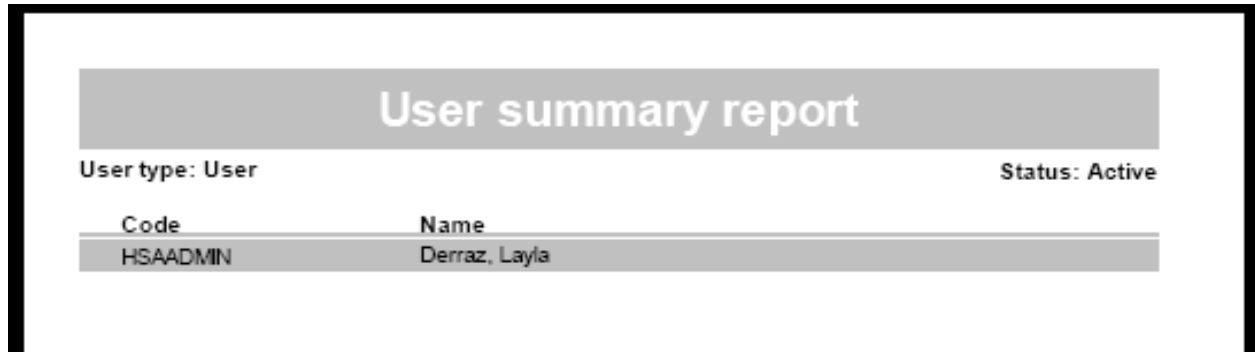
User summary

User summary (by surname)

Each of the above reports have the facility to sort by each column.

User summary

This report simply displays a list of users currently set up. The report information will be restricted to the Account(s) which are permitted for the currently logged in User/Administrator (dependent on their Access Rights).



User summary report	
User type: User	Status: Active
Code	Name
HSAADMIN	Derraz, Layla

User summary (by surname)

This report serves the same function as the above report; however the information is displayed in alphabetic order by surname.

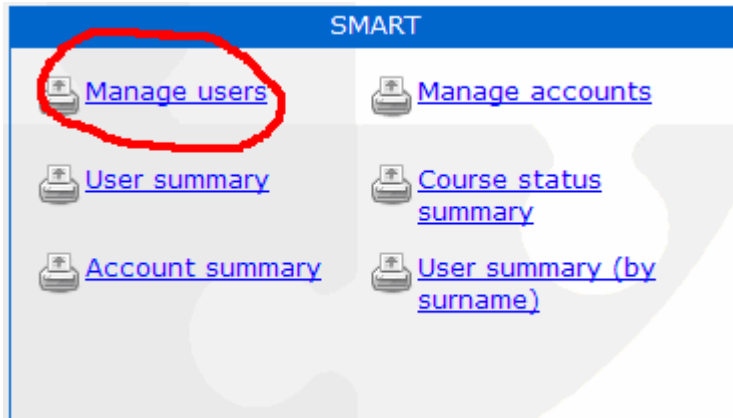
Account summary and Manage accounts

These reports are for technical support purposes only

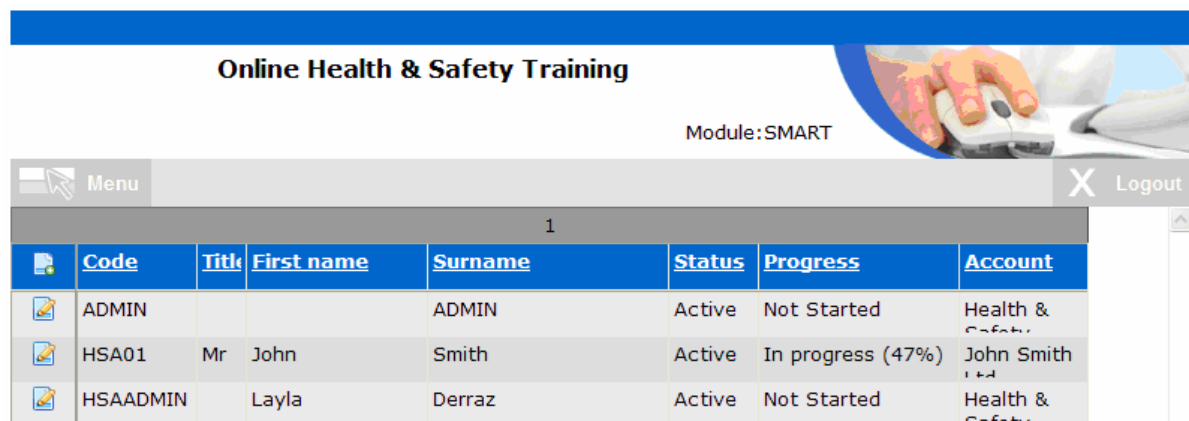
Filter facility

Whilst viewing records with the SMART management system, you may wish to change the order of display. This can be achieved using the **Sort/Filter system**.

For example to view a list of Users, select the **Manage Users** option



The default display will appear as follows:

A screenshot of the SMART management system interface showing the default display of a user list. The interface has a blue header with the text 'Online Health & Safety Training' and 'Module: SMART'. Below the header, there is a 'Menu' button and a 'Logout' button. The main content area displays a table with the following data:

	Code	Title	First name	Surname	Status	Progress	Account
	ADMIN			ADMIN	Active	Not Started	Health & Safety
	HSA01	Mr	John	Smith	Active	In progress (47%)	John Smith Ltd
	HSAADMIN		Layla	Derraz	Active	Not Started	Health & Safety

The facility exists to re-arrange the sort order (of any of the displayed columns) from their **Default** display (creation order) to:

displayed in alphabetical order A to Z

or, the reverse:

displayed in alphabetical order Z to A

To achieve this simply choose the column for which you wish to change the displayed order, then select that column by clicking on the underlined title (for example: Surname). A small black triangle will appear next to the title indicating the change of sort order into alphabetical order (A to Z).

	<u>Code</u>	<u>Title</u>	<u>First name</u>	<u>Surname</u> ▲	<u>Status</u>	<u>Progress</u>	<u>Account</u>
	ADMIN			ADMIN	Active	Not Started	Health & Safety
	HSAADMIN		Layla	Derraz	Active	Not Started	Health & Safety
	HSA01	Mr	John	Smith	Active	In progress (47%)	John Smith Ltd

Clicking the title again will reverse the process, and change the display into reverse alphabetical order (Z to A). The black triangle will point either upwards or downwards to indicate the forward or reverse of the order.

	<u>Code</u>	<u>Title</u>	<u>First name</u>	<u>Surname</u> ▼	<u>Status</u>	<u>Progress</u>	<u>Account</u>
	HSA01	Mr	John	Smith	Active	In progress (47%)	John Smith Ltd
	HSAADMIN		Layla	Derraz	Active	Not Started	Health & Safety
	ADMIN			ADMIN	Active	Not Started	Health & Safety

For any queries or technical support please contact:

HealthandSafety@tbcci.org

End